

Editing a Data Analytics Export Report

Last Modified on 01/31/2025 10:03 am EST

Overview

An Administrator or Data Management advanced permissions user can edit an existing Data Analytics Export report.

User Account Requirements

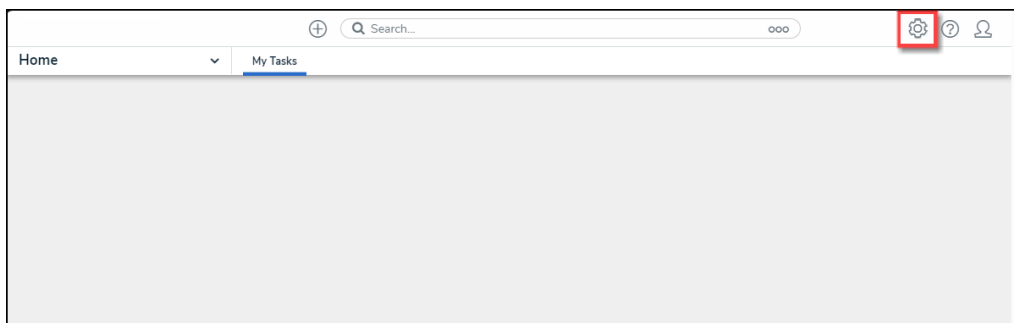
The user account used to log into Resolver must have Administrator permission or Data Management advanced permissions to edit a Data Analytics Export Report.

Related Information/Setup

Please refer to the [Create a Data Analytics Export Report](#) article for more information on creating a new Data Analytics Export Report.

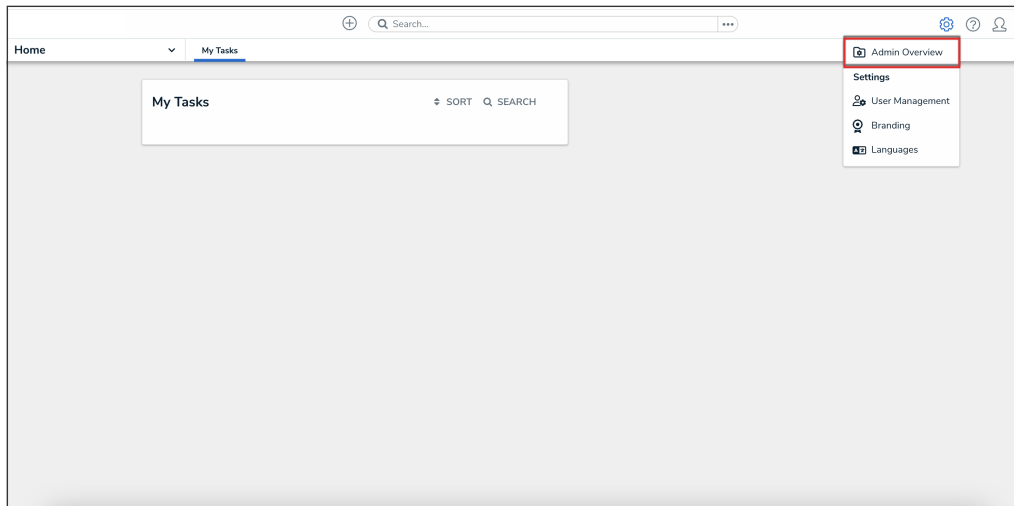
Navigation

1. From the **Home** screen, click on the **Administration** icon.



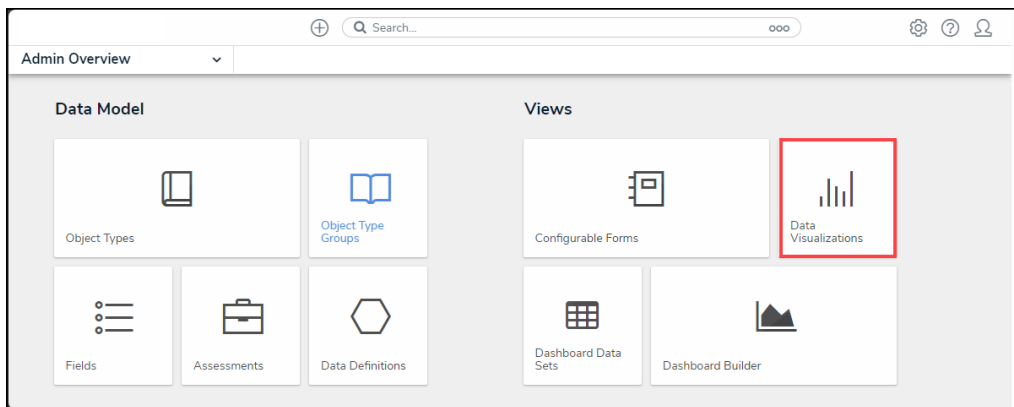
Administration Icon

2. From the **Administrator Settings** menu, click **Admin Overview**.



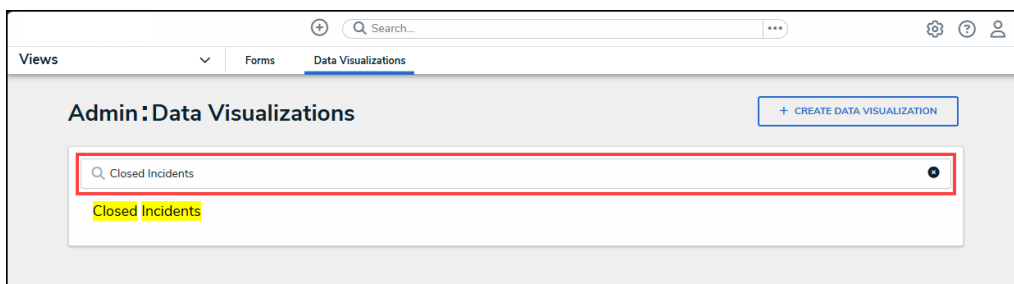
Administrator Settings Menu

- From the **Admin: Overview** screen, click the **Data Visualizations** tile under the **Views** section.



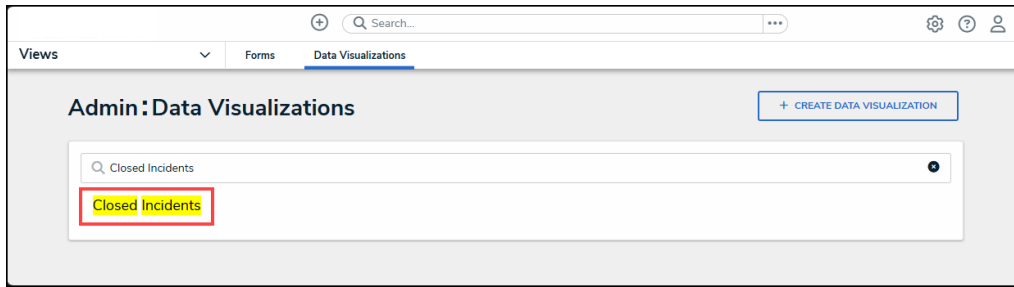
Data Visualizations Tile

- From the **Admin: Data Visualizations** screen, enter a Data Analytics Export name in the **Search** field.



Search Field

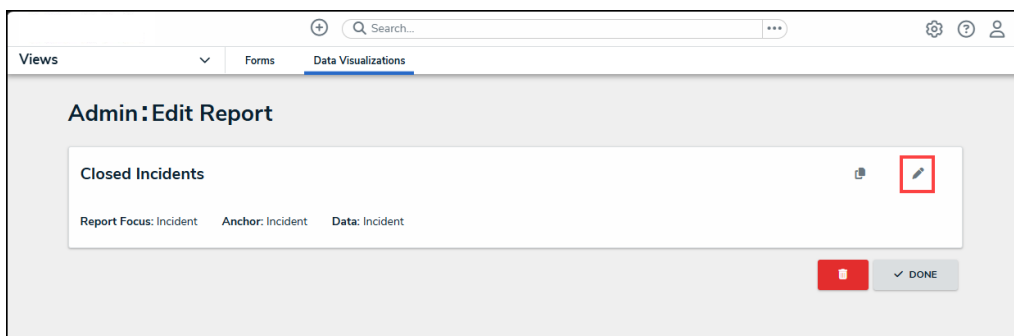
- Click on the **Data Analytics Export** link.



Data Analytics Export Link

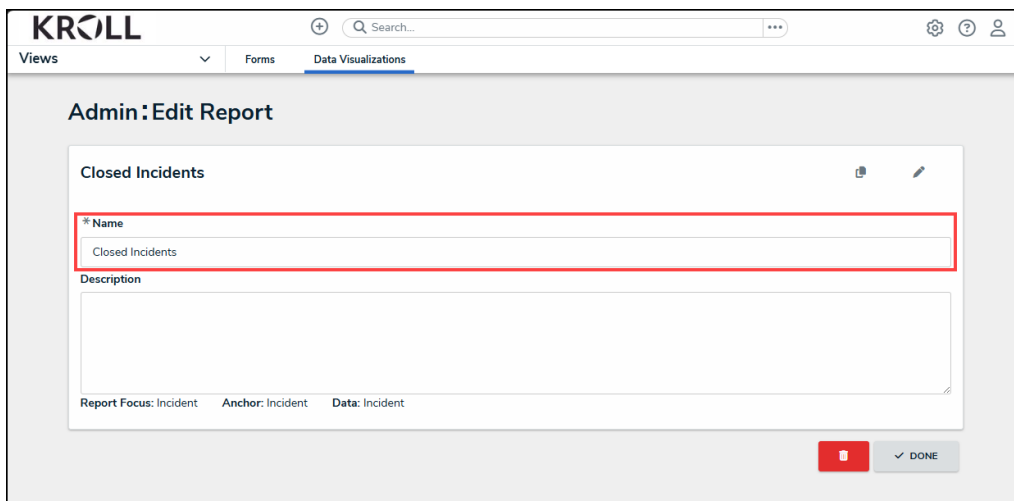
Editing a Data Analytics Export Report

1. From the **Admin: Edit Report** screen, click the **Edit** icon.



Edit Icon

2. Click the **Name** field and apply changes to the Data Analytics Export name.



Name Field

3. Click the **Description** field and apply changes to the Data Analytics Export description.

The screenshot shows the KROLL application interface. At the top, there's a header with the KROLL logo, a search bar, and user icons. Below the header, there's a navigation bar with 'Views', 'Forms', and 'Data Visualizations' tabs. The main content area is titled 'Admin: Edit Report'. Inside, there's a form for 'Closed Incidents'. The form has a '* Name' field with 'Closed Incidents' entered. Below it is a large 'Description' text area, which is highlighted with a red rectangular border. At the bottom of the form, there are three fields: 'Report Focus: Incident', 'Anchor: Incident', and 'Data: Incident'. In the bottom right corner of the form, there are two buttons: a red button with a trash icon and a grey button labeled '✓ DONE'.

Description Field

4. To change the Report Focus, Anchor, or Data the user must delete the Data Analytics Export and create a new one.